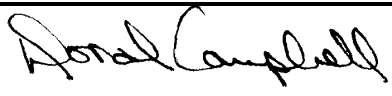
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 404.09	Page 1 of 8
	Effective Date: June 1, 2000	
	Distribution: B	
	Supersedes: 404.09 (2/1/97) PCN 98-114 (10/28/98) PCN 98-99 (11/1/98)	
Approved by: 		
Subject: PROTECTIVE SERVICES		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606.
- II. PURPOSE: To establish uniform procedures for the provision of protective services.
- III. APPLICATION: Director of Classification Programs, wardens, institutional staff, and inmates except those under safekeeping status.
- IV. DEFINITIONS:
 - A. Protective Services: Reasonable measures taken to provide for an inmate's safety based upon presumed or subsequently substantiated threat of danger.
 - B. Incompatible Inmates: Inmates who pose a significant and substantiated potential for physical harm to one another.
 - C. Protective Custody: Separation of inmates from the general population for the purpose of providing a level of safety for inmates requiring such.
- V. POLICY: An appropriate level of protection shall be provided inmates who have been determined to require such protection.
- VI. PROCEDURES:
 - A. Request for Inquiry:
 1. When information is received which indicates that an inmate may be in danger of harm from other inmates, the inmate shall be so advised and an immediate inquiry shall be made of the situation. The Protective Services Investigation Routing Sheet (CR-3241) shall be initiated by the staff person to whom the information was provided.
 2. This information shall be immediately transmitted to the shift commander/deputy warden who shall review the information to determine if the inmate requires immediate protection as well as request a formal inquiry by staff designated by the warden. Immediate protection may be provided by:
 - a. restriction to cell or unit;
 - b. reassignment of cell or unit;

Effective Date: June 1, 2000	Index # 404.09	Page 2 of 8
Subject: PROTECTIVE SERVICES		

- c. separation from general population (document on LIBD) and other inmates in protective custody until the inquiry and hearing are completed.

This information is fully and immediately documented on the routing sheet and distributed as indicated.

B. Inquiry:

1. The inquiry shall be completed and made available to the protective services panel within seven (7) days, unless a delay is approved by the warden/designee as documented on the routing sheet.
2. The staff member designated to conduct the inquiry shall fully document findings (without recommendations), attach these to the routing sheet, and forward to the chairperson of the classification committee. If the findings are insufficient for the panel's deliberation, the staff member designated to conduct the inquiry shall provide additional information as requested.
3. Should temporary transfer (e.g., medical or court appearance) become necessary prior to the conclusion of the investigation and hearing, the sending facility shall terminate the segregation (LIBD) entry, include available routing and investigative information in the inmate's file, and advise the receiving facility of appropriate security alerts. The matter can be resumed upon the inmate's return as necessary.

C. Protective Services Hearing:

1. Upon receipt of the inquiry report and the routing sheet, the correctional classification coordinator (CCC) shall cause the inmate to be scheduled for a protective services hearing.
2. Provisions shall be made for the inmate to appear at the hearing to provide any pertinent information to the protective services panel regarding his/her situation.
3. The protective services panel (See TDOC Policy #401.03.) shall review all information on the routing sheet and the findings of the inquiry report to make one of the following recommendations:
 - a. return to housing unit with no further action;
 - b. return to housing unit and advise staff that the inmate requires closer supervision;
 - c. recommend change in housing unit;
 - d. recommend administrative or regular transfer to the general population of another facility;
 - e. recommend protective custody at current location;
 - f. recommend protective custody and administrative or regular transfer to another facility.

Effective Date: June 1, 2000	Index # 404.09	Page 3 of 8
Subject: PROTECTIVE SERVICES		

4. The Protective Services Hearing Form, (CR-3240), shall be completed noting the panel's recommendations and forwarded to the warden for action. The results of the hearing shall be documented on LCLF (Code: PP).
 5. Only the warden or designee can sign as the approving authority for any of the above administrative actions.
 6. The routing sheet and hearing form shall be marked confidential and placed in the inmate institutional record (IIR) per TDOC Policy #512.01. Inquiry reports shall be marked confidential and maintained in the confidential file of the warden/designee; upon transfer, copies shall be forwarded within the IIR or warden-to-warden as appropriate.
 7. If an administrative transfer is approved by the warden/designee, procedures specified in TDOC Policy #403.01 shall be followed.
- D. Protective custody placement shall be made only when there is full documentation that such action is warranted and no reasonable alternatives are available. Upon approval, placement entries are posted on TOMIS conversation LIBD (Segregation).
- E. Incompatible Inmates:
1. When incompatibility is substantiated by inquiry and approved by the warden/designee, such is documented on BI01D030 (Incompatible Inmate Notice) and entered on LIBA.
 2. When extreme circumstances warrant the separation of an inmate from a staff member for significant and verifiable safety reasons (e.g., employee is the victim of an inmate assault resulting in serious injury) or serious conflict of interest (e.g., staff member is closely related to the inmate or to the inmate's victims of a violent or sexual offense), an incompatible may be filed. Such shall be effected subsequent to inquiry, written documentation, and warden's approval. Staff-inmate incompatibles shall be filed only in extraordinary situations and shall not be placed solely at the request of an inmate or staff member.
 3. When circumstances of incompatibility no longer exist, such status may be terminated as authorized by the warden. This is documented on BI01D029 (Incompatible Release Form) and signed by the inmate and two (2) staff witnesses. LIBA shall be modified accordingly.
- F. Protective Custody Reviews and Assessments:
1. Within twenty-four (24) hours of the initial placement in protective custody status, the inmate shall be seen by a member of the medical/nursing staff.
 - a. Thereafter, the inmate shall have daily access to medical/nursing staff, as long as he/she remains in protective custody status.

Effective Date: June 1, 2000	Index # 404.09	Page 4 of 8
Subject: PROTECTIVE SERVICES		

- b. Any findings regarding the negative aspects of the inmate's physical or mental health shall be forwarded in writing to the warden, who shall in turn advise the panel, as appropriate.
 2. During the first sixty (60) days of protective custody placement (subsequent to the most recent date placement was signed by the approving authority) , the counselor and unit officer shall conduct reviews of the inmate's placement and adjustment at least every seven days; thereafter, the counselor shall contact the inmate at least monthly. Staff must be alert for any changes which could result in release from protective custody. Contacts shall be documented on LCDG (code: PCRV) per TDOC Policy #508.04.
 3. At least once every thirty (30) days, a hearing shall be conducted by the protective services panel.
 - a. Provisions shall be made for the inmate to appear at the hearing to provide pertinent information to the panel regarding the inmate's status.
 - b. The panel shall determine whether the reasons for the initial placement still exist and make a recommendation to the warden for release from or continuance of protective custody.
 - c. The panel's review and subsequent recommendations shall be documented on CR-3239 (Protective Custody Review Report) and forwarded to the warden for action. Results shall be documented on LCLF (code: PC).
 4. When an inmate has been confined to a cell for longer than thirty (30) days (from the date that placement was mostly recently signed by the approving authority), a qualified mental health professional shall provide a mental health assessment. Only those protective custody inmates who are confined to their cells for 23 hour periods shall receive continued assessments as directed in TDOC Policy #113.84. The results of the assessment shall be forwarded to the warden for use by the protective services panel.
 5. A ranking correctional officer shall visit each inmate in protective custody status on a daily basis. As appropriate, referral for mental health attention will be made to mental health staff.
- G. Release from Protective Custody
 1. Anytime staff become aware of a change in circumstances which may present a reason for an inmate's release from protective custody, this information shall be made available to the chairperson of the classification committee, who may cause a protective custody review to be scheduled. Such information shall be posted on LCDG (Contact Notes) for review by the protective services panel.

Effective Date: June 1, 2000	Index # 404.09	Page 5 of 8
Subject: PROTECTIVE SERVICES		

2. Only the warden may authorize release from protective custody. An approved release shall be posted on LCDG (Contact Notes), LIBD (Segregation), and noted in the review report.
3. Upon approval for protective custody release, the CCC shall ensure a review of the inmate's current classification status. Any change in custody level or institutional assignment shall require reclassification.

H. General Mandates

1. Placement in protective custody in and of itself shall not effect custody level; only inmates of close or lower custody may be placed in protective custody. However, inmates in this status will remain confined to cells except for periods for exercise, showers, meals, or supervised program participation. Meals may be delivered to the cell where tray flaps exist, or picked up in the pod in scheduled groups and returned to the cells to eat.
2. Inmates in protective custody shall have access to in-cell programs or activities similar to those available to the general population of the institution, within the limits of available resources and subject to adequate security and protection.
3. When an inmate is released or permanently transferred, the institutional staff shall log on LIBD and terminate the protective custody assignment. The receiving facility staff shall modify the same entry to indicate continuation of protective custody, if necessary.

VII. ACA STANDARDS: 3-4237, 3-4238, 3-4239, 3-4241, 3-4244.

VIII. EXPIRATION DATE: June 1, 2003.



TENNESSEE DEPARTMENT OF CORRECTION
PROTECTIVE SERVICES ROUTING

TO: _____ AWO/Shift Commander/Chief of Security
FROM: _____, Reporting Staff Member
RE: INMATE _____ TDOC # _____
INSTITUTION: _____ DATE: _____

The following information has been provided by _____ and such indicates that the above inmate may require protective services: _____

TO: _____ Staff Assigned to Perform Inquiry
FROM: _____, Reporting Staff Member AWO/Shift Commander/Assistant Warden

Please complete your formal inquiry and submit on or before _____,

The following action has been taken pending inquiry:

- () Inmate is restricted to cell and/or unit.
- () Inmate's housing assignment is changes from _____ to _____.
- () Inmate is separated from general population pending a hearing.

Contract facilities only: Approved Yes () No () _____
Commissioner's Designee Date

TO: _____, Chairperson, Protective Services Panel
FROM: _____, Staff Assigned to Perform Inquiry
DATE: _____

Findings of inquiry are attached for review by the protective services panel.



TENNESSEE DEPARTMENT OF CORRECTION
PROTECTIVE SERVICES HEARING

TO: _____, Warden INSTITUTION: _____
FROM: Protective Services Panel DATE: _____
RE: Inmate _____ TDOC #: _____

Following review of the protective services routing sheet and the completed inquiry, the panel makes the following recommendation:

() PROTECTIVE CUSTODY PLACEMENT NOT INDICATED AT THIS TIME.

- () No further action; return to housing unit.
- () Return to housing unit with increased staff monitoring.
- () Remain at facility and change housing assignment.
- () Transfer to general population at another facility.

JUSTIFICATION: _____

() PROTECTIVE CUSTODY; NO LESS RESTRICTIVE OPTION AVAILABLE.

- () Place in protective custody at current facility.
- () Place in protective custody and transfer to another facility.

JUSTIFICATION: _____

Treatment Member

Security Member

Chairperson

WARDEN'S ACTION:

- () Approve panel's recommendation
- () Modify panel's recommendation as follows: _____

Warden

Date

Contract facilities only: Approved () Denied () _____
Commissioner's Designee Date



TENNESSEE DEPARTMENT OF CORRECTION
PROTECTIVE CUSTODY REVIEW REPORT

TO: _____ Warden INSTITUTION: _____
FROM: Protective Services Panel DATE: _____
RE: Inmate _____ TDOC #: _____

The panel has reviewed this inmate's protective custody status and makes the following recommendation:

() Release from protective custody due to _____

() Continuance in protective custody; no less restrictive option available because _____

Treatment Member

Security Member

Chairperson


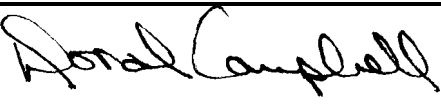
WARDEN'S ACTION:

() Approve recommendation
() Disapprove recommendation; modify as follows: _____

Warden

Date

Contract facilities only: Approved () Denied () _____
Commissioner's Designee Date

 <p>ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 404.09	Page 1 of 1
	Effective Date: January 1, 2001	
	Distribution: B	
	Supersedes: N/A	
<p>Approved by: </p>		
Subject: PROTECTIVE SERVICES		

POLICY CHANGE NOTICE 01-01

INSTRUCTIONS:

Please revise Section VI.(F)(3)(b) to read as follows:

- "b. The panel shall determine whether the reasons for the initial placement still exist and make a recommendation to the warden for release from or continuance of protective custody. Juveniles housed in protective custody shall remain in protective custody as required by TDOC Policy #506.14.2, but shall be exempt from the 30 day reviews until they reach the age of 18. Upon reaching the age of 18, such inmates shall be afforded a protective services review (and reclassification, if applicable)."